INSTRUCTIONS FOR UPLOADING TRAINING CERTIFICATIONS
TO THE WORK ZONE EDUCATION VERIFICATION APP (WZ-EVA)

1. Obtain an NCID if you do not already have one. Here's the link to the Help Guide for external users (non-NCDOT employees) who need to get an NCID: https://connect.ncdot.gov/getaccount/

2. Once a NCID is obtained, send an email to WZSafetyTraining@ncdot.gov that includes a copy of your Certification Course Approval Letter provided to you when you applied for course approval, NCID username, and the email address requesting certification upload access WZ-EVA. It may take up to 14 days for processing to receive access to the WZ-EVA.

3. Once your NCID is activated in WZ-EVA, and using either the Google Chrome or the Microsoft Edge Browser, open the following link to the WZ-EVA site and sign in using your NCID credentials: https://connect.ncdot.gov/site/wz-eva/Pages/default.aspx

4. Once on the WZ-EVA site, look to the left and select "Upload new".

5. At the new view that comes up, look to the right and read the "Template Instructions" and then select "Work Zone Verification Instructions". These are step by step instructions to upload the new certifications using the template file that is located above the instructions. You will need to input the training data into the template file and as outlined in the template file. The Certifications expire after 4 years (for example, if a certification was awarded on 9/3/2020, then it would expire on 9/2/2024). Input the dates in this format. Also, notice that some of the columns in the template file have drop-down options, so please use these accordingly. If you do not see your "Training Firm" or "Training Program" listed under the drop-down options, please send an email to WZSafetyTraining@ncdot.gov requesting to have your Firm and Training Program added to the list.

6. Print Training Certification Cards: At the "Work Zone Education Verification" site, look to the left and select "Print Cards" and follow the instructions. The output is aligned to use the left column of Avery Template 5371 to print the cards (5 cards per sheet at 2" X 3.5"). We recommend printing half of your cards at a time, then flipping your paper to print the other half.